**Appendix I**

**Homeless Education Program Needs Assessment**

**Directions:** This **required** needs assessment is a tool that should be utilized by your PSU to guide decisions concerning your Homeless Education Program. Each focus area should have at least 3-5 detailed actions that illustrate what your district is planning to do in these areas.Homeless liaisons should maintain copies of older version needs assessments in their records**.** Other stakeholders such as Administration, Transportation Directors, Social Workers, and Federal Program Administrator(s) could be included in developing your needs assessment. Feel free to add more columns to your needs assessment, as needed.

**Completed by Homeless Liaison: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Submission Date to NCHEP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STAKEHOLDERS PROVIDING INPUT ON NEEDS ASSESSMENT**

|  |  |
| --- | --- |
| **NAME** | **POSITION IN PSU** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Data provides critical information that can be used to assess the educational development of students experiencing homelessness. This data will also guide the process of implementing the McKinney-Vento Act in your homeless education program to improve student outcomes. The data bar should be updated annually and used as a resource when conducting your homeless education needs assessment. You may need to work with your PowerSchool Coordinator to run these reports. Additional columns may be added, if needed.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Number of Identified Students** | **Unaccompanied Homeless Youth** | **0-5 Age Siblings**  | **Average Daily Membership of PSU** | **Poverty** **Rate** | **Chronic Absenteeism** | **Academically** **Proficient** | **Graduation Rate** | **Dropout** **Rate** | **Other** |
|  |  |  |  |  |  |  |  |  |  |  |

McKinney-Vento funds are provided to increase the identification, enrollment, attendance, and success in school of homeless children and youth. These funds

are important to the services and resources you can provide to students who are experiencing homelessness. When assessing the needs of your

homeless education program and implementing services you should incorporate how your McKinney-Vento funds including American Rescue Plan-Homeless Children and Youth (ARP-HCY) funds can assist this work. Insert the applicable amounts into the chart.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Subgrant****PRC026****Year \_ of 3** | **ARP-HCY I****PRC183** | **ARP-HCY II****PRC184** | **Title I Set-Aside** | **State Transportation****PRC081** |
|  |  |  |  |  |  |

**PSU McKinney-Vento Annual Tracking Guide**

**For Local Liaisons**

**Local Educational Agency Informal Needs Assessment**

**Guiding Questions**

|  |
| --- |
| Awareness |
| State Plan Requirements[[1]](#footnote-1) – A description of programs for school personnel (including liaisons designated under subparagraph (J)(ii), principals and other school leaders, attendance officers, teachers, enrollment personnel, and specialized instructional support personnel) to heighten the awareness of such personnel of the specific needs of homeless children and youths, including such children and youths who are runaway and homeless youths. [42 U.S.C. § 11432 (g)(1)(D)]Coordination Purpose – The coordination required under subparagraphs (A) and (B) shall be designed to … raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. [42 U.S.C. § 11432(g)(5)(C)(iii)]LEA liaison duties – Must ensure that (A) … (v) the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children; (vi) public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents or guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths; (B) State coordinators … and LEAs shall inform school personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths of the duties of the LEA liaisons, and publish an annually updated list of the liaisons on the SEA’s website. [42 U.S.C. § 11432(g)(6)] |
| Questions to Consider | What’s in Place | What’s Needed | Priority |
| * What is the level of awareness of school personnel on the needs of homeless children and youth?
* What programs, activities, and trainings are conducted for PSU program administrators and school personnel to increase their awareness of homeless children and youth?
* What is the level of awareness of community agencies and organizations on the needs of homeless children and youth?
* What activities take place to increase the level of awareness in community agencies, shelters, and service providers?
* Are posters widely disseminated in schools and throughout the community?
* How are parents and guardians of homeless children and youth informed of the educational rights of and opportunities for their children and of meaningful opportunities to participate in the education of their children?
* How are unaccompanied homeless youth informed of educational rights and opportunities?
 |  |  |  |

|  |
| --- |
| Policies and Procedures  |
| Statement of Policy – In any State where compulsory residency requirements or other requirements, in laws, regulations, practices, or policies may act as a barrier to the identification of, or the enrollment, attendance, or success in school of homeless children and youths, the SEA and LEAs in the State will review and undertake steps to revise such laws, regulations, practices, or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths. [42 U.S.C. § 11431(2)]State Plan Requirements – Must include procedures * to identify homeless children and youth and assess their needs;
* that ensure homeless children and youths are able to participate in Federal, State, or local nutrition programs;
* that ensure homeless children have access to public preschool programs;
* that ensure youths separated from public school are accorded equal access to appropriate education and support services and do not face barriers to receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school;
* that ensure homeless children and youth who meet relevant eligibility criteria do not face barriers to accessing academic and extracurricular
* activities; including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs; to remove barriers to the identification of homeless children and youths, and the enrollment and retention due to outstanding fees or fines, or absences;
* that ensure transportation is provided at the request of a parent or guardian (or in the case of an unaccompanied youth, the liaison) to and from the school of origin. [42 U.S.C. § 11432(g)(1)]

LEA Requirements – Privacy – Information about a homeless child’s or youth’s living situation shall be treated as a student educational record, and shall not be deemed to be directory information … [42 U.S.C. § 11432 (g)(3)(G)]Review and Revisions – Each SEA and LEA … (A) shall review and revise any policies that may act as barriers to the identification of homeless children and youths or the enrollment of homeless children and youths in schools selected under paragraph (3); ... consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship; (C) special attention shall be given to ensuring the identification, enrollment, and attendance of homeless children and youths who are not currently attending school. [42 U.S.C. § 11432(g)(7)] |
| Questions to Consider | What’s in Place | What’s Needed | Priority |
| * What policies and procedures are in place for determining eligibility, enrolling homeless students, and connecting them to services in a timely way?
* How are schools routinely informed of these policies and procedures?
* Do they follow them?
* What types of complaints regarding compliance issues or barriers to the school enrollment, attendance, and success of homeless students are received most frequently by the PSU that should be addressed in policies?
* What specific policies and procedures are in place specific for unaccompanied homeless youth regarding consent, enrollment without a legal guardian, and other issues?
* What policies and procedures ensure the privacy of the living situations of homeless children and youth?
 |  |  |  |

|  |
| --- |
| Dispute Resolution |
| State Plan – Must include a description of procedures for the prompt resolution of disputes regarding the educational placement of homeless children and youths. [42 U.S.C. § 11432(g)(1)(C)]LEA Requirements – If a dispute arises over eligibility, or school selection or enrollment in a school – (i) the child or youth shall be immediately enrolled in the school in which enrollment is sought, pending the final resolution of the dispute, including all available appeals; (ii) the parent or guardian of the child or youth or (in the case of an unaccompanied youth) the youth shall be provided with a written explanation of any decisions related to school selection or enrollment made by the school, the LEA, or the SEA involved, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions; (iii) the parent, guardian, or unaccompanied youth shall be referred to the LEA liaison designated under paragraph (1)(J)(ii), who shall carry out the dispute resolution process as described in paragraph (1)(C) as expeditiously as possible after receiving notice of the dispute, and (iv) in the case of an unaccompanied youth, the liaison shall ensure that the youth is immediately enrolled in the school in which the youth seeks enrollment pending resolution of such dispute. [42 U.S.C. § 11432(g)(3)(E)]LEA Liaison Duties – Must ensure that … enrollment disputes are mediated in accordance with paragraph (3)(E). [42 U.S.C. § 11432 (g)(6)(A)(vii)] |
| Questions to Consider | What’s in Place | What’s Needed | Priority |
| * Does the PSU have a written McKinney-Vento dispute resolution policy? If so, does it align with the state McKinney-Vento dispute resolution policy?
* Do PSUs provide parents, guardians, or unaccompanied youth with written notice of a decision related to eligibility, school selection, or enrollment in a school and information on how they may initiate a dispute if they disagree?
* Are disputes carried out expeditiously and according to the SEA’s and PSU’s McKinney-Vento dispute policy?
* Are students enrolled in the school requested and provided all services, including transportation, during the dispute resolution process?
* How many disputes have occurred over the past year? What were the areas of disagreement?
* What could be done to avoid disputes?
 |  |  |  |

|  |
| --- |
| Identification |
| LEA Liaison Requirements – Liaisons must ensure that homeless children and youth are identified by school personnel through outreach and coordination activities with other entities and agencies. [42 U.S.C. § 11432 (g)(6)(A)(i)] |
| Questions to Consider | What’s in Place | What’s Needed | Priority |
| * How many homeless children and youth are reported as enrolled in the PSU? Is this number consistent the level of poverty in the PSU and community?
* Is it likely that there are homeless children and youth in your state who have not been identified and are not attending school?
* What kinds of outreach and coordination take place to increase the identification of homeless children and youth in your community?
* What efforts are in place to identify homeless youth who do not attend school?
* Does the PSU utilize a residency form upon enrollment to identify students who may be homeless? Has this form been reviewed to ensure it does not create a barrier to enrollment?
* Are registrars and other school office staff familiar with the procedures for how to identify and determine eligibility for McKinney-Vento services?
 |  |  |  |

|  |
| --- |
| Enrollment |
| State Plan Requirements – Must include strategies to address other problems with respect to the education of homeless children and youths, including problems resulting from enrollment delays that are caused by – (i)requirements of immunization and other required health records; (ii) residency requirements; (iii) lack of birth certificates, school records, or other documentation; (iv) guardianship issues; or (v) uniform or dress code requirements;must demonstrate that the SEA and LEAs in the State have developed, and shall review and revise, policies to remove barriers to the identification and enrollment of homeless children and youth, including barriers to the enrollment and retention of homeless children and youths in the State due to outstanding fees or fines, or absences.[42 U.S.C. § 11432 (g)(1)(H-I)]LEA Requirements – Immediate enrollment – (i) The school selected in accordance with this paragraph shall immediately enroll the homeless child or youth, even if the child or youth – (I) is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residency, or other documentation; or (II) has missed application deadlines during any period of homelessness. (ii) The enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records. (iii) If the child or youth needs to obtain immunizations or other required health records, the enrolling school shall immediately refer the parent or guardian of the child or youth or (in the case of an unaccompanied youth) the youth to the LEA liaison …, who shall assist in obtaining necessary immunizations or screenings, or immunization or other required health records in accordance with subparagraph D. [42 U.S.C. § 11432 (g)(3)(C)]LEA Requirements – Any record ordinarily kept by the school … regarding each homeless child, shall be maintained (i) so that the records involved are available, in a timely fashion, when a child or youth enters a new school or school district. [42 U.S.C. § 11432 (g)(3)(D)] |
| Questions to Consider | What’s in Place | What’s Needed | Priority |
| * Do all schools in the PSU enroll homeless students immediately? When enrollment delays occur, what is the reason?
* How does the PSU remove barriers to enrollment due to lack of records typically required upon enrollment or due to missed deadlines during any period of homelessness?
* Do homeless children and youth experience barriers to enrollment due to outstanding fines, fees, or absences?
* Do enrolling schools contact the school last attended by a child or youth to obtain relevant academic records?
* Does the PSU liaison assist in obtaining necessary immunizations or screenings or immunization or other health records when needed?
* Are enrollment barriers specific to unaccompanied homeless youth, such as enrolling without a parent or guardian, eliminated?
* Do schools make records available in a timely fashion to a new school in which a homeless child or youth enrolls?
* How many and what types of complaints do you receive regarding enrollment barriers for homeless children and youth?
 |  |  |  |

|  |
| --- |
| School Selection |
| LEA Requirements - * The LEA serving each child or youth to be assisted under this subtitle shall, according to the child’s or youth’s best interest (i) continue the child’s or youth’s education in the school of origin for the duration of homelessness …; or (ii) enroll the child or youth in any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living is are eligible to attend. [42 U.S.C. § 11432 (g)(3)(A)]
* The term “school of origin” means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool. [42 U.S.C. § 11432 (g)(3)(I)(i)]
* When the child or youth completes the final grade level served by the school of origin, as described in clause (i), the term “school of origin” shall include the designated receiving school at the next grade level for all feeder schools. [42 U.S.C. § 11432 (g)(3)(I)(ii)]
* In determining the best interest of the child or youth under subparagraph (A), the LEA shall (i) presume that keeping the child or youth in the school of origin is in the child’s or youth’s best interest, except when doing so in contrary to the request of the child’s or youth’s parent or guardian, or (in the case of an unaccompanied youth) the youth; (ii) consider student-centered factors related to the child’s or youth’s best interest …; (iii) if, after conducting the best interest determination based on consideration of the presumption in clause (i) and the student-centered factors in clause (ii), the LEA determines that it is not in the best child’s or youth’s best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provide the child’s or youth’s parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, including information regarding the right to appeal. [42 U.S.C. § 11432 (g)(3)(B)]
 |
| Questions to Consider | What’s in Place | What’s Needed | Priority |
| * What is the average mobility rate of homeless students (number of school transfers in a year) in the PSU? How does this compare to the average mobility rate of nonhomeless students in the PSU?
* Does the PSU act on the presumption that remaining in the school of origin is in the homeless child’s or youth’s best interest?
* What are the procedures for determining best interest for school selection for homeless students?
* Do young homeless children attending SEA-or PSU-preschools remain in their school of origin?
* Are designated receiving schools for feeder schools considered schools of origin for homeless students who complete the final grade level served by a school of origin?
* What calls and complaints do you receive indicating barriers to homeless students enrolling in either the school of origin or the local attendance area school?
 |  |  |  |

|  |
| --- |
| Transportation |
| State Plan Requirements – Must provide assurances that - (iii) the State and the LEAs in the State will adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin. [42 U.S.C. § 11432 (g)(1)(J)]LEA Liaison Duties – Must ensure that … the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, … and is assisted in accessing transportation to the school that is selected under paragraph (3)(A). [42 U.S.C. § 11432 (g)(6)(A)(viii)] |
| Questions to Consider | What’s in Place | What’s Needed | Priority |
| * What in the average length of time for the PSU to arrange transportation for homeless children and youth?
* Are transportation services arranged quickly so that attendance is not impacted?
* Are preschool-aged children provided transportation to and from the school of origin?
* Do state or local pupil transportation policies allow for flexibility in determining the most efficient mode of transportation to and from the school of origin?
* Does the PSUs have formal or informal interdistrict policies in place for sharing the cost and responsibility for transporting homeless students across school district lines for remaining in the school of origin?
* What are the biggest challenges in arranging transportation to and from the school of origin?
* What resources are in place to support providing transportation to and from the school of origin?
 |  |  |  |

|  |
| --- |
| Access to Services |
| State Plan Requirements – Must include (A) a description of how such children and youths are (or will be) given the opportunity to meet the same challenging State academic standards as all students are expected to meet; (E) A description of procedures that ensure that homeless children and youths who meet the relevant eligibility criteria are able to participate in Federal, State, or local nutrition programs; (F) a description of procedures that ensure that— (i) homeless children have equal access to the same public preschool programs, administered by the SEA or LEA, as provided to other children in the State; (ii) homeless youths and youths separated from the public schools are identified and accorded equal access to appropriate secondary education and support services, including by identifying and removing barriers that prevent youths from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school, in accordance with State, local, and school policies; and (iii) homeless children and youths who meet the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, on-line learning, and charter school programs, if such programs are available at the State and local levels; (J)(i) assurances that the SEA and LEAs in the State will adopt policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless. [42 U.S.C. § 11432 (g)(1)]LEA Liaison Requirements – Each LEA liaison for homeless children an youths … shall ensure that … (iii) homeless families and homeless children and youths have access to and receive educational services for which such families are eligible, including services through Head Start programs (including Early Head Start programs) …, early intervention services under part C of IDEA, and other preschool programs administered by the LEA; (iv) homeless families and homeless children and youth receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services. [42 U.S.C. § 11432 (g)(6)(A)]LEA Liaison Requirements – Must ensure that unaccompanied youths (I) are enrolled in school; (II) have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth …; and (III) are informed of their status as independent students … and that the youths may obtain assistance from the LEA liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid … [42 U.S.C. § 11432 (g)(6)(A)(x)] |
| Questions to Consider | What’s in Place | What’s Needed | Priority |
| * Are homeless students placed in classes on the day they enroll?
* How do schools place students when their records are not available on the day they enroll?
* How does the PSU ensure that homeless students are enrolled and assisted with basic school requirements (e.g., records transfer)?
* How does the PSU ensure that homeless students are linked to all services for which they are eligible, including tutoring and other academic support services?
* Are homeless students able to access free meals immediately when they become homeless or enroll in school?
* How does the PSU ensure that young homeless children have access to public preschool programs administered by the SEA or PSU?
* How are young homeless children linked to Head Start, Early Head Start, and early intervention services under IDEA, Part C?
* How does the PSU ensure that homeless children and youth and their families are linked to community services as needed?
* How does the PSU ensure that homeless unaccompanied or out-of-school youth are enrolled and linked to services?
* How are homeless youth enabled to accumulate credits and receive credit for work partially completed when they move from one school to another?
* How are homeless students supported in participating in extracurricular activities, including athletics?
* What processes ensure that homeless students with IEPs from other PSUs are provided immediate and continual services?
* What services does the PSU provide to address the trauma needs of homeless children and youth?
* How do you ensure that homeless children and youth are not stigmatized or segregated on the basis of their status as homeless?
 |  |  |  |

|  |
| --- |
| School Success |
| Statement of Policy – Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State academic standards to which all students are held. [42 U.S.C. § 11431 (4)]State Plan – Must include (A) a description of how homeless children and youths are (or will be) given the opportunity to meet the same challenging State academic standards as all students are expected to meet [42 U.S.C. § 11432(g)(1)(A)]; a description of procedures that ensure youths … and youths separated from public school are accorded equal access to appropriate education and support services, including by identifying barriers and removing barriers that prevent youths from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school … [42 U.S.C. § 11432(g)(1)(F)]LEA Liaisons – Each LEA liaison for homeless children and youths … shall ensure that … (ii) homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in, schools of that LEA. [42 U.S.C. § 11432 (g)(6)(A)(ii)] |
| Questions to Consider | What’s in Place | What’s Needed | Priority |
| * How do homeless children and youth in the PSU perform academically in comparison to the PSU or state average for all students?
* What is the rate of grade-level promotion or retention for homeless students? How does that compare to the PSU or state average?
* How does the PSU support improvement of homeless children and youth in the areas of academic proficiency?
* How does the attendance rate of homeless children and youth compare to the PSU or state average?
* How does the PSU support regular attendance of homeless children and youth?
* What is the state’s rate of homeless youth dropping out of school? What is the on-time graduation rate of homeless students? How do these rates compare with the state average for all students? What services exist to enroll and retain homeless youth?
* How does the rate of disciplinary referrals and suspensions for homeless students and youth compare to the state average? How does the PSU review discipline referrals for homeless students to ensure they are not punished for actions and behaviors related to their homelessness?
* What policies and practices enable homeless students to recover credits or attain partial credit for work completed while attending a prior school?
 |  |  |  |

|  |
| --- |
| Collaboration within the PSU |
| Coordination Purpose – The coordination required under subparagraphs (A) and (B) shall be designed to – (i) ensure that homeless children and youths are promptly identified; (ii) ensure that homeless children and youths have access to, and are in reasonable proximity to available education and related support services … [42 U.S.C. § 11432 (g)(5)(C)]Homeless Children and Youths with Disabilities – For children and youths who are to be assisted both under this subtitle, and under IDEA …, each LEA shall coordinate the provision of services under this subtitle with the provision of programs for children with disabilities served by that LEA and other involved LEAs. [42 U.S.C. § 11432 (g)(5)(D)] |
| Questions to Consider | What’s in Place | What’s Needed | Priority |
| * How do you ensure coordination among PSU administrators and personnel programs serving homeless students?

Consider specifically * pupil transportation
* school registrars
* special education
* child nutrition
* English learners
* early childhood
* early learning services
* migrant education
* dropout and truancy prevention
* after tutoring school programs
* school counselors and social workers
* school nurses
* charter schools, if applicable
 |  |  |  |

|  |
| --- |
| Title I |
| Title I Requirements – An LEA receiving Title I, Part A funds must include in its local plan a description of how the plan is coordinated with the McKinney-Vento Act; the local plan must describe services provided to homeless children. [20 U.S.C. § 6312(a)(1)( B) and (b)(6)]; funds reserved for comparable services for homeless children and youths may be determined based on a needs assessment of homeless children and youths in the LEA, taking into consideration the number of homeless children and youths identified by the LEA and their unique needs. [20 U.S.C. § 6313(c)(3)( C)(i)] |
| Questions to Consider | What’s in Place | What’s Needed | Priority |
| * What resources, supports, and services are provided to homeless children and youth through Title I, Part A?
* Does the Title I program reserve funds for homeless students?
* Is this set aside an amount sufficient to meet the needs of homeless children and youth in the PSU?
* Is this amount based on a discussion between the local homeless liaison and Title I coordinator of data on and needs of homeless students?
* Do you have input on the description in the local plan of the coordination between the Title I and McKinney-Vento programs?
* What is the frequency of communication between the Title I coordinator and you?
 |  |  |  |

|  |
| --- |
| Community Collaboration |
| Coordination – Each LEA serving homeless children and youths … shall coordinate – (i) the provision of services under this subtitle with local social service agencies and other agencies or entities providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act. [42 U.S.C. § 11432 (g)(5)(A)]Coordination with Housing Assistance – If applicable, each SEA and LEA … shall coordinate with State and local housing agencies responsible for developing the comprehensive housing affordability strategy described in section 105 of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12705) to minimize educational disruption for children and youth who become homeless. [42 U.S.C. § 11432(g)(5)(B)] |
| Questions to Consider | What’s in Place | What’s Needed | Priority |
| * What activities do you conduct to foster coordination and collaboration with the following:
* Public and private child welfare and social service agencies
* Medical clinics
* Mental health services
* Food and clothing banks
* Law enforcement agencies
* Domestic violence agencies
* Child care providers
* Providers of services and programs funded under the Runaway and Homeless Youth Act
* housing and HUD-funded programs
* Head Start and Early Head Start
* Early intervention programs (IDEA, Part C)
* Homeless shelters
* Higher education institutions
* Business partners
* Faith-based organizations
* Other groups serving homeless children and youth and their families
 |  |  |  |

|  |
| --- |
| Resources, Capacity, and Compliance |
| State Plan Requirement: Must provide assurances that the LEAs will designate an appropriate staff person, able to carry out the duties of the local liaison. [42 U.S.C. § 11432 (g)(1) (J)(ii)]; the State and LEAs in the State will adopt policies and practices to ensure participation by liaisons … in professional development and other technical assistance activities … as determined appropriate by the Office of Coordinator. [42 U.S.C. § 11432 (g)(1)(J)(iv)]Each LEA liaison shall ensure that school personnel providing services under this subtitle receive professional development and other support. [42 U.S.C. § 11432 (g)(6)(A)(ix)] |
| Questions to Consider | What’s in Place | What’s Needed | Priority |
| * Does the PSU provide the local liaison the time and support to sufficiently carry out your duties?
* How much time is needed?
* How much time is allocated?
* Do you receive sufficient training to carry out your responsibilities?
* Do you provide professional development and other support to school personnel serving homeless children and youth?
* Do you review data on an annual basis to identify needs and plan efficient use of resources?
* What are sources of support that the PSU provides for homeless children and youth?
* What are sources of support that come from federal and state programs?
* What supplemental services are provided through subgrants, if applicable?
* What are the most critical areas of support still needed to serve homeless students?
* What compliance problems were identified in the PSUs most recent monitoring of the EHCY program? How have these been addressed?
 |  |  |  |

|  |
| --- |
| Charter Schools (if applicable) |
| State Plan Requirements – Must include a description of procedures that ensure that homeless children and youths who meet the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities, including … charter school programs, if such programs are available at the State and local levels. [42 U.S.C. § 11432 (g)(1)(F)(iii)] |
| Questions to Consider | What’s in Place | What’s Needed | Priority |
| * What do you do to create awareness of the needs and rights of homeless students?
* Does the school have a local homeless liaison (if considered its own PSU)?
* Does the school follow the requirements of the McKinney-Vento Act, particularly with regard to identification, enrollment and transportation?
* What professional development have the local liaison and other charter school staff received on the rights of homeless children and youth?
* Does your school submit data to the SEA and ED*Facts* on homeless children and youth annually?
 |  |  |  |

**Needs Assessment Summary: High Priority Needs**

In the following table, list the highest priority needs identified in the guiding questions and create a concrete (measurable) goal that the PSU should achieve during the next year to address each need. This information will guide the development of an annual action plan.

|  |  |  |
| --- | --- | --- |
| *Focus Area* | *Priority Needs* | *Measurable Goal* |
| *Awareness* |  |  |
| *Policies and Procedures* |  |  |
| *Disputes* |  |  |
| *Identification* |  |  |
| *Enrollment* |  |  |
| *School Selection* |  |  |
| *Access to Services* |  |  |
| *Transportation* |  |  |
| *Student Success* |  |  |
| *Collaboration within the LEA* |  |  |
| *Collaboration with Title I* |  |  |
| *Community Collaboration* |  |  |
| *Resources, Capacity, and Compliance* |  |  |
| *Charter Schools (if applicable)* |  |  |

*Updated by NCHEP 9.2022*

1. Many of the items listed as requirements in the State Plan are considered activities that must be carried out at the LEA level. Therefore, several State Plan provisions are included in the LEA needs assessment. [↑](#footnote-ref-1)